



New Online Visa Form DS-160

Improving the Non-Immigrant Visa Application Process

AGENDA

- How the Form Works
- Tips & Checklists
- Common Visa Misconceptions

U.S. Embassy Bridgetown

Background: U.S. Visa Application

- For many years, our NIV application forms (DS-156, DS-157, DS-158) were filled out on **paper** with a pen or a typewriter
- In 2006, we launched **EVAF** – the **Electronic Visa Application Form**
 - forms filled out online and printed, but data not submitted to State Dept electronically
- In 2010, we shift to electronic submission of data:
 - DS-160 Online Visa Application Form at the Consular Electronic Application Center (CEAC)

Key Changes

old	E V A F	C E A C	new
	Electronic Visa Application Form	Consular Electronic Application Center	
	Hard copy (paper)	Soft copy (electronic)	
	Fill out 3 forms: DS-156, DS-157, DS-158	Fill out 1 form: * DS-160 *	
	Print entire application: 3 to 8 pages	Print confirmation page only: 1 page	
	Sign on paper	Electronic signature	
	Static Form (same for all, unchanging)	Dynamic Form (form changes based on key factors)	

U. S. Department of State Streamlines the Visa Process

Online Non-Immigrant Visa (NIV) Form: DS-160

- Speed the NIV application process
- Eventually increase number of NIV applications that U.S. Consular staff can evaluate daily
- Transform the process into a more “green”, environmentally-friendly operation

Note: You are not applying for a visa online. You are submitting your application form online -- you still must be interviewed by a U.S. Consular Officer.

DS-160 Launch

2008 : DS-160 piloted at US Embassies / Consulates in Mexico & Canada

2010/FEB/19 : All visa applicants served by Bridgetown will be able to use DS-160

2010/MAR/22 : DS-160 obligatory at U.S. Embassy Bridgetown

2010/APR/30 : DS-160 obligatory worldwide

Overview of Process

<https://ceac.state.gov>

- 1) Enter information into the online application form (75 min)
- 2) Verify that the application data is correct
- 3) Upload a digital photo of the applicant
- 4) Approve with eSignature by entering your passport number & the code displayed on the screen
- 5) Print the confirmation page (color or black-and-white)
- 6) Make an appointment
- 7) Bring the following to interview
 - 1) Confirmation page
 - 2) Current passport and all old passports
 - 3) Supporting documents (invitation letter, itinerary or travel plan, C.V./resume, etc)
 - 4) Payment for application fee
 - 5) 1 extra photo (in case the uploaded photo is unacceptable)

<https://ceac.state.gov/genniv>

How will it work?

(1 of 5)

Main instructions are in English. For another language, select "French" to show pop-up "Tooltip" help in French when the user "hovers" mouse pointer over the text.

Bienvenue à la page d'instructions du Centre électronique des Demandes consulaires. Compléter la demande de visa nonimmigrant en ligne peut accélérer la procédure de la demande de visa.

This application has been experiencing intermittent connectivity issues. Please save your work frequently.(121)

Instruction Bienvenue à la page d'instructions du Centre électronique des demandes consulaires. Compléter la demande de visa nonimmigrant en ligne peut accélérer la procédure de la demande de visa.

Welcome to the Consular Electronic Application Center (CEAC). The Nonimmigrant Visa Application can be completed in order to assist you in expediting the visa application process.

What you need:

- Your Internet browser must support 128-bit encryption and must have javascript enabled.
- The minimum version of Internet Explorer (Windows) that this site supports is version 5.0 service pack 2 or higher.
- The minimum version of Netscape that this site supports is version 6.2 or higher.

Note: The time to download each page may vary depending on the speed of your Internet connection. Please be patient.

Instructions for completing the online Nonimmigrant Visa Application:

1. Enter the information requested into the appropriate spaces in each window. Please answer all questions. Your answers must be in English and must use English characters, except when you are asked to provide your full name in your native alphabet. Letters like ñ, é, ü, ç are not

How will it work?

(2 of 5)

Answer all* questions in English

The image shows two side-by-side screenshots of the DS-160 form. The left screenshot is titled 'Personal Information 1' and shows the 'Surnames' field with 'ZHANG', 'Given Names' field with 'SAN', and 'Full Name in Native Alphabet' field with '张三'. The right screenshot shows the 'Surnames' field, 'Given Names' field, and 'Full Name in Native Alphabet' field with the text '* Coupé Cloué'. An orange box highlights the 'Full Name in Native Alphabet' field on the right with the text 'This is the only DS-160 question that stores non-English characters'. An orange arrow points from this box to the 'Full Name in Native Alphabet' field on the right. Another orange arrow points from the 'Full Name in Native Alphabet' field on the left to the same field on the right. A small orange asterisk is next to the 'Full Name in Native Alphabet' label on the left.

Personal Information 1

NOTE: Data on this page must match the information as it is written on your passport.

Surnames
ZHANG
(e.g., FERNANDEZ GARCIA)

Given Names
SAN
(e.g., JUAN MIGUEL)

* Full Name in Native Alphabet
张三

☐ Does Not Apply

Surnames

(e.g., FERNANDEZ GARCIA)

Given Names

(e.g., JUAN MIGUEL)

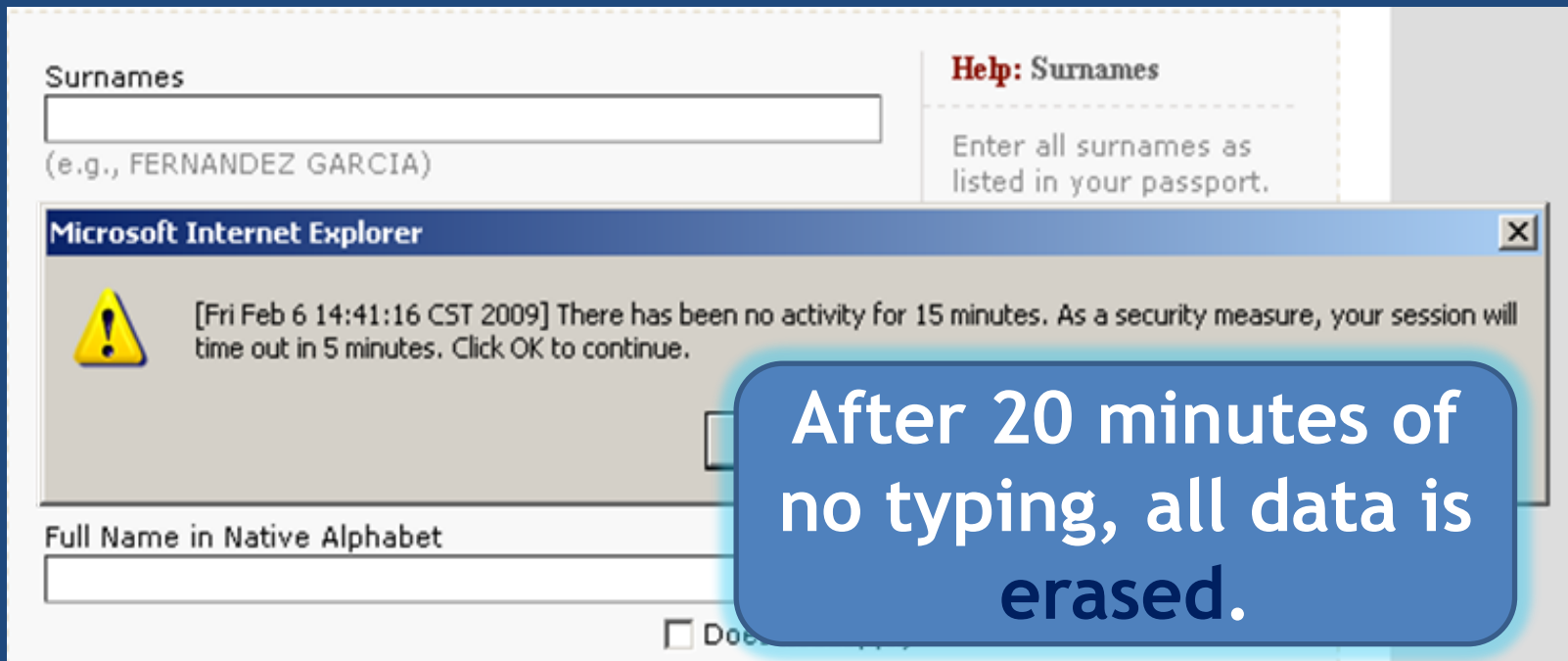
Full Name in Native Alphabet

* Coupé Cloué

This is the only DS-160 question that stores non-English characters

How will it work? (3 of 5)

- Save regularly to your computer hard drive
- Warning message after 15 minutes of no typing in the form
- If the form remains inactive for 20 minutes, **the form resets and all data is lost/erased**. If you haven't saved the form, you will need to re-start all over again from the beginning
- Saving the file on hard-drive is crucial in case corrections are needed



The screenshot shows a web form titled "Surnames" with a text input field. Below the field is the example "(e.g., FERNANDEZ GARCIA)". To the right is a "Help: Surnames" section stating "Enter all surnames as listed in your passport." Below the form is a "Microsoft Internet Explorer" window displaying a warning message: "[Fri Feb 6 14:41:16 CST 2009] There has been no activity for 15 minutes. As a security measure, your session will time out in 5 minutes. Click OK to continue." Below the warning is a "Full Name in Native Alphabet" field. A blue callout box with a white border and a drop shadow is overlaid on the bottom right of the form, containing the text "After 20 minutes of no typing, all data is erased."

Surnames

(e.g., FERNANDEZ GARCIA)

Help: Surnames

Enter all surnames as listed in your passport.

Microsoft Internet Explorer

[Fri Feb 6 14:41:16 CST 2009] There has been no activity for 15 minutes. As a security measure, your session will time out in 5 minutes. Click OK to continue.

Full Name in Native Alphabet

After 20 minutes of no typing, all data is erased.

How will it work? (4 of 5)

Select the Embassy (or Consulate) where the appointment will be scheduled:

Bridgetown

Begin/Resume Application Process

Step 1) Select the location where you will be submitting your application:

Location


PERTH, AUSTRALIA	▼
DHAHRAN, SAUDI ARABIA	▲
GUADALAJARA, MEXICO	
GUANGZHOU, CHINA	
HERMOSILLO, MEXICO	
HAMILTON, BERMUDA	
HONG KONG	
LONDON, ENGLAND	
MERIDA, MEXICO	
MEXICO CITY, MEXICO	
MELBOURNE, AUSTRALIA	
MOSCOW, RUSSIA	
MONTREAL, CANADA	
MATAMOROS, MEXICO	
MONTERREY, MEXICO	
NOGALES, MEXICO	
NUEVO LAREDO, MEXICO	
PODGORICA, MONTENEGRO	
PERTH, AUSTRALIA	
RIYADH, SAUDI ARABIA	
SHANGHAI, CHINA	
SHENYANG, CHINA	
ST. PETERSBURG, RUSSIA	
SYDNEY, AUSTRALIA	
TULANA, GUADALAJARA, MEXICO	

If you choose the wrong location, Embassy Bridgetown will not be able to interview you

How will it work? (5 of 5)

Print the confirmation page (color or black/white) and bring to the Consular Section for visa interview.

Nonimmigrant Visa - Confirmation Page Page 1 of 1

**U.S. DEPARTMENT of STATE**
CONSULAR ELECTRONIC APPLICATION CENTER

Nonimmigrant Visa Application

Confirmation

NOTE: The photo you have submitted with your visa application did not meet the quality standards specified in the instructions on photo submission for visa applicants. Please have new photos taken, specifically following the photo guideline instructions on <http://travel.state.gov>.

YOU MUST BRING this confirmation page and the following document(s) with you at all steps during the application process:

Passport.

YOU MUST BRING this confirmation page and submit it with the NEW photo and your passport to your Embassy, Consulate, or International Organization to complete the application process. The barcode **MUST** be clear and legible on the printed page. You may also print the entire application for your records. If you do not have access to a printer at this time, select the option to email your confirmation page to an email address.


Please contact your Consular Post directly for information on how to continue the application process. Please note that you will be required to provide proof that you have paid the visa application fee. You may also provide any additional documents you feel will support your case. **DO NOT** submit the entire application.

Some posts have special procedures for applicants who may not need a visa interview; you may find information about that process on the Consular Post's website.


There may be other fees associated with the visa application process. Please check your country's Reciprocity Schedule for any other fees you may owe.

If you have further questions or to find out how to contact the Consular Post please go to <http://travel.state.gov> or <http://travel.state.gov>.

This confirms the submission of the Nonimmigrant visa application for:

	Name Provided:	KUJAWA, BARACK
	Nationality:	DOMINICA
	Passport Number:	001003
	Completed On:	19 February 2010
Confirmation No:		AA000214BZ

Location Selected:
U.S. Embassy Bridgetown
Wilday Business Park
St. Michael BB 14006


A A 0 0 0 2 1 4 B Z

THIS IS NOT A VISA

https://ceac.state.gov/GENNIV/general/esign/complete_done.aspx 2/19/2010

Bar code must
be printed
clearly

Need bar code to
make appointment

To Save Work

Nonimmigrant Visa - Personal Information 1 - Microsoft Internet Explorer provided by Department of State (XP-1)

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail

Address https://ceac.state.gov/GENIV/general/complete/complete_personal.aspx?node=Personal1 Links >>

Date of Birth
29 JUL 2009
(Format: DD-MMM-YYYY)

City of Birth
BRIDGETOWN

State/Province of Birth

☒ Does Not Apply

Country of Birth
BARBADOS

Help: Country of Birth
The name of the country should be the name that is currently in use for the place where you were born.

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments regarding this burden estimate and/or recommendations for reducing this burden, write to: A/ISS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20520-2202.

1. Press "Save"

Save

Back: Getting Started Save Next: Personal 2

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Slide 27 of 27 "Office Theme" 72% Local intranet

Start CEAC Microsoft PowerPoint - [...] Nonimmigrant Visa - ... 4:06 PM

To Save Work

The screenshot shows a Microsoft Internet Explorer window titled "Nonimmigrant Visa - Personal Information 1 - Microsoft Internet Explorer provided by Department of State (XP-1)". The address bar shows the URL: https://ceac.state.gov/GENIV/General/complete/complete_personal.aspx?node=Personal1. The page header includes the U.S. Department of State logo and the text "U.S. DEPARTMENT of STATE CONSULAR ELECTRONIC APPLICATION CENTER". A navigation bar at the top has tabs for "COMPLETE", "PHOTO", "REVIEW", and "SIGN". A sidebar on the left contains a "Getting Started" section with a "Personal" link. The main content area is titled "Nonimmigrant Visa Application" and "Save Confirmation". It contains the following text: "You have saved your application for your current session. Once you close the CEAC application browser window, you will not be able to retrieve the saved data." Below this, it explains that if the user plans to be away for more than 20 minutes, they should click the "Save Application to File" button to save the application data to a file. A large red arrow points from a text box on the right to the "Save Application to File" button. At the bottom of the main content area, there are three buttons: "Save Application to File", "Continue Application", and "Exit Application". The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 4:11 PM.

Nonimmigrant Visa Application

Save Confirmation

You have saved your application for your current session. Once you close the CEAC application browser window, you will not be able to retrieve the saved data.

If you plan on being away from the online application for more than 20 minutes, please click the 'Save Application to File' button below to save your application data to a file that you can retrieve at a later time. Then click the 'Save' button in the File Download window. Identify a place on your computer to save the application file, browse to that location, and click the 'Save' button in the Save As window. The system will download your application to the specified location. Once the download is complete, click 'Close' to return to this page. If you wish to retrieve and use your saved application, follow the instructions provided on the Getting Started page to upload your saved application.

Choose one of the following options:

[Save Application to File](#) [Continue Application](#) [Exit Application](#)

2. Press here to save on your computer.

To Save Work

Nonimmigrant Visa - Personal Information 1 - Microsoft Internet Explorer provided by Department of State (XP-1)

File Edit View Favorites Tools Help

Address https://ceac.state.gov/GENIV/General/complete/complete_personal.aspx?node=Personal1

U.S. DEPARTMENT of STATE
CONSULAR ELECTRONIC APPLICATION CENTER

Select Tooltip Language English

COMPLETE PHOTO REVIEW SIGN

Nonimmigrant Visa Application

Save Confirmation

You have saved your CEAC application data.

If you plan on being interviewed, please click the 'Save' button to save your data to a file that you can download. The system will prompt you to save the application file, browse to the location where you want to save the file, and click the 'Save' button. The system will then download the application file to the location you specified. You can then retrieve and use your application file.

Choose one of the following options:

Save Application

File Download

Save As

Save in: Desktop

Recent Desktop My Documents My Computer My Network Places GAJADHAR

File name: CEACA0009B6QT.dat

Save as type: Text Document

Save Cancel

Exit Application

Help: Navigation Buttons

Click on the buttons above

Done

Start CEAC Microsoft PowerPoint - [...] Nonimmigrant Visa - Pers... File Download

Local intranet 4:13 PM

3. Select place you want to save your application.

Tip 1: Accuracy matters

Important to complete the form correctly .

Verify:

Surname, Given Names, Date of Birth (DOB),
gender/sex, passport number.

Q: Are you applying in the same country where the visa above was issued and is this country your principal country of residence?

A: ☐ Yes ☒ No

Q: Have you been ten-printed?

A: ☐ Yes ☐ No

Q: Has your U.S. Visa ever been lost or stolen?

A: ☐ Yes ☐ No

Help: Ten-printed

Ten-printed means that you have provided fingerprints for all your fingers, as opposed to having provided only two fingerprints.

Questions like this are
difficult to answer
correctly if not answered
by applicant
himself/herself

Tip 2: Focus on Visa Type

**If you chose wrong
visa type, form may ask
the wrong questions
(dynamic form)**

Travel Information

NOTE: Provide the following information if you are coming to the United States for business or pleasure and you are coming to the United States to get married, you are accompanying your spouse, or you are accompanying your child. If you are accompanying your child, provide the name of visa that permits them to travel.

**For B-1, B-2, B-1/B-2,
every applicant is a
Principal Applicant**

Q: Are you the principal applicant?

A: ☒ Yes ☐ No

Answer the additional question:

Purpose of Trip to U.S. ⓘ

- SELECT ONE -

- SELECT ONE -

BUSINESS/CONFERENCE VISITOR (B1)

~~TOURIST/PERSONAL TRAVEL VISITOR (B2)~~

BUSINESS/PERSONAL TRAVEL (B1, B2)

~~BORDER CROSSING CARD/LASER VISA (BCC)~~

STUDENT/EXCHANGE VISA (F, J, M, Q)

OTHER

Travel Informat

NOTE: Provide the following information concerning your travel business or pleasure are principal applicants, even if you are traveling with family members. If you are coming to the United States in a category of visa that requires you to get married, you are the principal applicant. You are not the principal applicant if you are accompanying your spouse or parent who is coming to the United States in a category of visa that permits them to work, study, or get married.

Q: Are you the principal applicant?

A: ☐ Yes ☒ No

Answer the additional question:

Surnames of Principal Applicant

Zhang

Given Names of Principal Applicant

SAN

Principal Applicant's Purpose of Trip to U.S. 

- SELECT ONE -

- SELECT ONE -

STUDENT/EXCHANGE VISA (F, J, M, Q)

OTHER

Tip 3: Be Thorough and Specific

Applicants will not be interviewed if education and employment data is incomplete.

Only use "do not know" or "does not apply" if true.

Previous Work/Education/Training Information

NOTE: Provide your employment information for the last five years, if applicable.

Q: Were you previously employed?

A: ☐ Yes ☒ No

Q: Have you attended any educational institutions other than elementary schools?

A: ☒ Yes ☐ No

Provide the following information on all educational institutions you have attended, not including elementary schools.

Name of Institution

Street Address (Line 1)

Street Address (Line 2) **Optional*

Applicant must state
monthly salary

Monthly Salary in Local Currency (if employed)

☐ Does Not Apply

Briefly describe your duties:

In addition to explaining your work duties, you may use the **duties textbox** to explain salary calculations

If retired, explain previous employment and current salary/earnings

Tip 4: List Previous Travel

Be sure to list **all** other countries you visited in the period specified (list every country -- not just the USA)

Q: Have you ever been issued a U.S. Visa?

A: ☒ Yes ☐ No

Previous U.S. Visas

Date Last Visa Was Issued
[] [] []
(Format: DD-MMM-YYYY)

Visa Number
[] ☐ Do Not Know

Providing information about previous U.S. visas (and previous refusals) can speed up the application process.

Hiding a previous refusal can result in being refused again.

Visa Number is **red** (8 digits)



Tip 5: Be Honest and Accurate

- Be honest when answering questions; otherwise you may be refused a visa and be permanently ineligible for a U.S. visa.

Other Tips

- To find your country in the list of countries, press the first letter to jump to the countries that start with that letter.
- To find USA in list of countries, type 'U' to jump to countries that start with 'U' (6 times)
- Errors will be indicated with a read arrow. These must be corrected before proceeding.

Please correct all areas in error as indicated below. Once you have finished, click 'Save' or 'Next' to continue completing your online application form.

- ◆ Expiration Date cannot be earlier than today.

Expiration Date  

10	▼	SEP	▼	1999
----	---	-----	---	------

(Format: DD-MMM-YYYY)

DS-160 Steps (review)

Photo Quality Standards Result



Photo passed quality standards

Your photo has successfully been uploaded and passed all quality checks. Your photo submission has been accepted.

You can continue your application at the Visa website.

Selected Photo:

34f3200835317563301.jpg



E-Signature

I certify under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Enter your passport number:

1234567890

Enter passport number.

Enter the code below as shown:

5P8CT

Enter the code.

5P8CT



Click the speaker button if you would like to hear the code.

Click the **Sign Application** button.

Sign Application

◀ Back: REVIEW

Save

Next: Confirmation ▶

1. Enter data
2. Upload photo
3. Verify all data
4. E-signature
5. Print confirmation

DS-160 eSignature

By clicking “Sign and Submit Application” you are electronically signing the application. You are required to electronically sign your application yourself, unless otherwise exempt by regulation, even if the application has been prepared by someone other than yourself. Your electronic signature certifies that you have read and understood the questions in this application and that your answers are true and correct to the best of your knowledge and belief. The submission of an application containing any false or misleading statements may result in the permanent refusal of a visa or the denial of entry into the United States.

Checklist to Avoid Common Mistakes

1 of 2

- ✓ State if the application was filled out by a different person other than the applicant
- ✓ List all other names and spellings
- ✓ Be specific about employment
 - (Do not say: employee, businessman, teacher)
 - (Do say: chief of finance bureau, V.P. of marketing, history teacher)
- ✓ If monthly salary is variable, provide average
- ✓ Always specify travel plan
- ✓ Complete “Persons Traveling with You” field
- ✓ Only place to enter native language is applicant’s “full name in native alphabet”
- ✓ Any non-English characters will appear like this: ჯჯჯჯ
- ✓ Nationality should match the passport with which one is applying.

Checklist to Avoid Common Mistakes

2 of 2

- ✓ List previous refusals.
- ✓ List all countries visited in the last five years, if prompted.
- ✓ List parents, even if deceased.
- ✓ List spouse, even if divorced or widowed.
- ✓ For education: list middle school, high school, and all universities attended, not just latest.
- ✓ For university education: specify level and major (examples: Bachelors degree in English, Masters degree in Business, PhD in Molecular Biology)
- ✓ New photo for every new application (photo from last 6 months)
- ✓ Save the .dat file and send a copy to yourself as an email attachment

Process

- **New procedure:** Applicants must bring the following to visa interview:
 - Confirmation page, supporting documents, and 1 photo

REMINDERS:

- *Reminder: bring all old passports*
- *Reminder: it is often helpful to bring proof of ties*
- *Reminder: Do not book travel until visa has been issued.*

MYTH 1 : “It’s difficult to get a visa to the United States.”

FACTS:

- The U.S. welcomes legitimate travelers and works to facilitate business, exchange, and educational travel.
- In 2009, U.S. Embassy Bridgetown adjudicated approximately 40,000 NIV applications.
- Approximately 85% applicants in Bridgetown are issued visas.

MYTH 2 : “There is a “right” answer to the visa officer’s questions.”

FACTS:

- There are no “right” or “wrong” answers. We expect truthful and accurate answers.
- 214(b) presumes immigrant intent
- In order to overcome 214(b), applicants must have a legitimate purpose of travel and be able to show strong economic or social ties to their resident nation.
- Visa officers assess the overall credibility of an applicant and whether or not the trip makes sense.
- Being part of a group is not enough to qualify for a visa. Every applicant must qualify as an individual.

MYTH 3 : “Applicants can wait until just before intended travel date to apply for a visa.”

FACTS:

- Applicant should try to request a visa appointment **at least** 45 days in advance of the planned travel.
- Even after the visa appointment, if special processing or other information is required, the issuance of the visa may be delayed.

MYTH 4 : “There is no consequence for submitting false documents or false information.”

FACTS:

- Using false documents – including a fabricated invitation letter, business license, employment letter, etc – can mean permanently ineligible for a U.S. visa
- Making false statements to a Visa Officer can mean permanently ineligible for a U.S. visa

Useful Websites

- DS-160 online NIV application form
<https://ceac.state.gov/genniv>
- U.S. Embassy Bridgetown's website
<http://barbados.usembassy.gov/visas.html>
- U.S. Dept. of State website
<http://travel.state.gov>

Questions?